

## **DJJ Training Calendar and Course Descriptions January – December 2008**

*DJJ Central Training now operates out of two locations. Participants are already familiar with the Cedar Lodge location at 1701 Old Bon Air Road in Chesterfield County. Please note that we are also scheduling classes at our temporary location at the Barrett location 11391 Barrett Center Road off of U.S. Route 301 in Hanover County. Please check the listings for the correct location for your class choices.*

### **SUPERVISORY/MANAGEMENT CLASSES:**

#### **FLSA (Fair Labor Standards Act)/TIMEKEEPING-New Supervisors - Susan Willis**

New Supervisors will be given the tools necessary to: understand requirements under the Fair Labor Standards Act; recognize the differences between exempt and non-exempt status for employees; and fully understand the regulations that govern timekeeping using federal, state and department policies and practices. Hands-on group exercises are used to correlate the principles to practice.

5/14/08	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg
7/9/08	8:30 a.m. – 4:30 p.m.	Dept. of Social Services – VA Beach Pembroke 4, 3 <sup>rd</sup> Floor
10/15/08	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) - Roanoke

#### **Performance Management for New Supervisors – Brenda Jackson**

This training typically covers the process of performance planning and evaluation as well as 'best practices' for documenting performance on an ongoing basis during the performance cycle. Hands-on group exercises are used to correlate the principles to practice.

3/18/08	8:30 a.m. – 4:30 p.m.	Dept. of Environmental Quality (DEQ) Woodbridge
7/8/08	8:30 a.m. – 4:30 p.m.	WRO – Roanoke
10/16/08	8:30 a.m. – 4:30 p.m.	Dept. of Social Services – VA Beach (UVA, 4 <sup>th</sup> Floor, classroom #2)

#### **FLSA (Fair Labor Standards Act), Timekeeping, Leave Reporting and Performance Management - Refresher**

Susan Willis

**Prerequisite Classes: FLSA (Fair Labor Standards Act) & Timekeeping for New Supervisors.** This course provides a refresher and updates participants on issues involving Fair Labor Standards Act and mandates for accurate timekeeping.

5/13/08	8:30 a.m. – 4:30 p.m.	VDOT - Fredericksburg
7/8/08	8:30 a.m. – 4:30 p.m.	Dept. of Social Services - VA Beach Pembroke 4, 3 <sup>rd</sup> Floor
10/16/08	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) - Roanoke

### **Recruitment and Selection for New Supervisors – Amy Williams**

This course is designed for staff who participate in the selection process by writing interview questions, screening applications or serving on interview panels. Also, includes information relating to recruitment procedures, interview evaluation summaries, reference checks and salary negotiations.

4/8/08	8:30 a.m. – 4:30 p.m.	Dept. of Social Services – VA Beach (UVA, 4 <sup>th</sup> floor, classroom #2)
6/3/08	8:30 a.m. – 4:30 p.m.	Dept. of Environmental Quality (DEQ) Woodbridge
8/5/08	8:30 a.m. – 4:30 p.m.	WRO - Roanoke

### **Standards of Conduct/Grievances for New Supervisors– Robin Barwick & Phil Edris**

This course contrasts positive and negative workplace performance and behavior(s) and fosters understanding of professional roles and responsibilities of staff within DJJ. Content includes references and procedures for clarifying performance and behavior expectations; employee-supervisor problem-solving techniques with skill demonstrations and situation practices are included. The grievance procedure is reviewed, focusing on management responsibilities and procedural requirements.

5/6/08	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) – Roanoke
6/5/08	8:30 a.m. – 4:30 p.m.	7 <sup>th</sup> CSU - Newport News (6 <sup>th</sup> Floor Conference Room)
10/21/08	8:30 a.m. – 4:30 p.m.	VDOT - Fredericksburg

### **Sergeant/Lieutenant In-Service 2008 – Behavior Profiles and Communication Skills – Andrew Dickerson**

Would you like to increase your compatibility with the individuals you supervise and others in the workplace? This two-day workshop is designed to offer guidelines for understanding and adjusting to the differences in people based on observations of their behavior. Participants will participate in a self profile to help determine their interpersonal style and how to identify that of others. Using this behavior profile model and incorporating fundamentals of verbal and written communication, participants develop skills to help enhance communication skills and increase their effectiveness in meeting workplace goals.

**This class is open for all supervisors and mandatory for JCC sergeants & lieutenants.**

2/5-6/08	9:00 a.m. – 4:30 p.m.	Barrett
2/19-20/08	9:00 a.m. – 4:30 p.m.	Barrett
3/18-19/08	9:00 a.m. – 4:30 p.m.	Barrett
4/8-9/08	9:00 a.m. – 4:30 p.m.	Barrett
4/22-23/08	9:00 a.m. – 4:30 p.m.	Barrett
5/20-21/08	9:00 a.m. – 4:30 p.m.	Barrett
6/10-11/08	9:00 a.m. – 4:30 p.m.	Barrett
6/24-25/08	9:00 a.m. – 4:30 p.m.	Barrett
7/15-16/08	9:00 a.m. – 4:30 p.m.	Barrett
8/12-13/08	9:00 a.m. – 4:30 p.m.	Barrett
9/2-3/08	9:00 a.m. – 4:30 p.m.	Barrett
9/23-24/08	9:00 a.m. – 4:30 p.m.	Barrett
10/14-15/08	9:00 a.m. – 4:30 p.m.	Barrett
10/28-29/08	9:00 a.m. – 4:30 p.m.	Barrett
12/2-3/08	9:00 a.m. – 4:30 p.m.	Barrett
12/16-17/08	9:00 a.m. – 4:30 p.m.	Barrett

### **Supervisory Training – Strategic Leadership – Andrew Dickerson**

A comprehensive three-day curriculum designed to provide leaders with experiential learning practice necessary to fully master the appropriate use of four leadership strategies: Instruct – Coach – Relate – Delegate. Participants will learn skills for determining their employee's "Capacity" level to perform and the implementation of the appropriate leadership strategy.

**For all supervisors and those required but unable to attend the 2007 sessions**

3/25-27/08	9:00 a.m. – 4:30 p.m.	Barrett
5/27-29/08	9:00 a.m. – 4:30 p.m.	Barrett
8/19-21/08	9:00 a.m. – 4:30 p.m.	Barrett
10/7-9/08	9:00 a.m. – 4:30 p.m.	Barrett

### **Toolkit for Supervisors – Phil Edris/Staff**

This comprehensive **80 hour** training is designed to make relevant information, skills and practice available to the new DJJ supervisors in his/her first 90 days in a supervisory position. A review of DHRM and DJJ policies will be emphasized, as well as the skills needed to effectively administer these policies. Other areas that will be emphasized are Customer Service, Ethics Leadership and Civil Liability.

2/4 thru 2/15/08	8:30 a.m. – 5:00 p.m.	Cedar Lodge
4/21 thru 5/2/08	8:30 a.m. – 5:00 p.m.	Cedar Lodge
7/28 thru 8/8/08	8:30 a.m. – 5:00 p.m.	Cedar Lodge
10/27 thru 11/7/08	8:30 a.m. – 5:00 p.m.	Cedar Lodge

### **Workplace Harassment/Leave Reporting for New Supervisors – Robin Barwick and Phil Edris**

This course provides an overview of sexual harassment issues, with related updates in law and policy and enlightens participants concerning a wide variety of other harassment and abuse behaviors found in the workplace. The program explains management responsibilities/liabilities and recommends course(s) of action to prevent and/or eliminate violations in this important area of policy/law/supervision. The afternoon of training will be focused on reviewing state and agency mandates for accurate leave reporting.

5/8/08	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) - Roanoke
8/22/08	8:30 a.m. – 4:30 p.m.	7 <sup>th</sup> CSU - Newport News (6 <sup>th</sup> Floor Conference Room)
11/14/08	8:30 a.m. – 4:30 p.m.	VDOT - Fredericksburg

### **HR Refresher - Workplace Harassment and Standards of Conduct/Grievance**

- Robin Barwick

**Pre-requisite Classes: Standards of Conduct, Grievance Management and Workplace Harassment for New Supervisors.** The morning portion of this course provides a refresher and updates participants on issues involving the administration of the Standards of Conduct and the Employee Grievance Procedure. The afternoon session gives a refresher on Workplace Harassment, its negative effects and its prevention.

5/7/08	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) - Roanoke
6/6/08	8:30 a.m. – 4:30 p.m.	7 <sup>th</sup> CSU - Newport News (6 <sup>th</sup> Floor Conference Room)
10/22/08	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg

## PROFESSIONAL DEVELOPMENT:

### **Advance Gang Class 201** - Benjamin Anthony

This training is a workshop. Participants will research information from deep inside of the largest street gangs in America. This class will also teach you how to decode gang letters, gang documents and gang graffiti. You should have had a basic gang class before attending this session.

**Prerequisite: Gang Awareness 101 or other basic gang class**

**No class scheduled for second half of year.**

### **Aggression Management Program Overview** – Shenika Whitaker-Carlos

**This course is Mandatory for New JCC Counselors (Basic Skills course).** This class is an overview of the Aggression Management Program developed for the purposes of meeting the needs of residents, beyond basic anger control. This program provides treatment to the instrumental aggressive and reactive aggressive residents in addition to those with a combination of both. Instrumental aggressive residents are described as those who use aggression as a means of getting what they want, i.e. (robbery with force). Reactive aggressive residents are those who fall into the general anger control category. These residents lack skills to deal with their impulses and tend to react inappropriately when triggered.

7/16/08	10:00 a.m. – 12:00 p.m.	Cedar Lodge
9/10/08	10:00 a.m. – 12:00 p.m.	Cedar Lodge

### **Basic Skills for Probation Officers** – Dennis Sullivan

This 40 hour curriculum is designed for all new probation staff. The training will familiarize new probation officers with: the job tasks, functions, and roles of various positions within a court service unit; the intricacies of the professional/juvenile relationship; the legal and ethical framework for appropriate decision-making and case management; a working knowledge of agency policy, procedures and standards and/ the framework of the Balanced Approach to Juvenile Justice.

**NOTE: Out-of-Town participants must submit registration forms no later than 30 days prior to training and promptly respond to request for additional information to insure hotel availability. Confirmations, directions and an assignment for the first day of training will be sent approximately 2 weeks prior to the start of training.**

1/28-2/1/08	8:00 a.m. – 5:00 p.m.	Cedar Lodge
3/31-4/4/08	8:00 a.m. – 5:00 p.m.	Cedar Lodge
5/19-23/08	8:00 a.m. – 5:00 p.m.	Cedar Lodge
7/7-11/08	8:00 a.m. – 5:00 p.m.	Cedar Lodge
8/25-29/08	8:00 a.m. – 5:00 p.m.	Cedar Lodge
10/20-24/08	8:00 a.m. – 5:00 p.m.	Cedar Lodge
12/8-12/08	8:00 a.m. – 5:00 p.m.	Cedar Lodge

### **Conflict Management** – Brenda Jackson

This course will help participants define conflict, explain what causes conflict, identify appropriate responses to conflict and determine ways to prevent unproductive conflict at work and personal situations. It depicts different scenarios that could occur in the workplace and offers different strategies for dealing with conflict situations in each. Participants will identify conflict managing techniques to help them respond effectively.

1/31/08	8:30 a.m. – 4:00 p.m.	Cedar Lodge
2/8/08	8:30 a.m. – 4:00 p.m.	Workforce Development Center-Hampton
3/14/08	8:30 a.m. – 4:00 p.m.	Dept. of Social Services - VA Beach (UVA Classroom #2, 4 <sup>th</sup> Floor)

8/1/08                      8:30 a.m. – 4:00 p.m.                      Western Regional Office (WRO) – Roanoke

**Courtroom & Hearing Protocol Demeanor** – Lerna Harris/Robin Barwick

**This course is recommended for anyone who may testify in a courtroom, grievance or other formal hearing; it has been identified as a course recommendation for all Probation Officers and JCC Counseling Staff.**

This course will challenge each participant to re-assess the elements required for courtroom or other official hearings. Topics will include an examination of: the role of a witness, a judge and all attorneys during the preceding; preparation for testimony; factual presentations to the court; common pitfalls and challenges of testifying; and assessing the proper demeanor and protocol required for official hearings. The experimental elements of the course will serve as a training ground for professional testimony.

9/4/08	8:30 a.m. – 4:30 p.m.	Cedar Lodge
9/25/08	8:30 a.m. – 4:30 p.m.	Dept. of Social Services, VA Beach (UVA classroom #2, 4 <sup>th</sup> Floor)
10/16/08	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg
11/6/08	8:30 a.m. – 4:30 p.m.	7 <sup>th</sup> CSU – Newport News

**Criminal Law and Procedures** – Robin Barwick

Participants will examine the current procedural requirement of criminal law, its origins, and the driving forces of change within the justice system. Through a participatory and exercise based system, participants will develop an assessment of the probable cause standards, inchoate offenses, parties to a crime, elements of a crime, causation considerations and additional topics within procedural practice.

**This course is recommended for all Probation and JCC counseling staff.**

12/02/08                      8:30 a.m. – 4:30 p.m.                      Cedar Lodge

**Cultural Competency** – Brenda Jackson

The purpose of this course is to help participants respond respectfully and effectively to members of all cultures, races, classes, ethnic and religious backgrounds in a manner that recognizes, affirms and values the culture similarities, differences and their worth. Being culturally competent means having the capacity to function effectively in other cultural contexts.

6/6/08	8:30 a.m. – 12:30 p.m.	Cedar Lodge
9/15/08	8:30 a.m. – 12:30 p.m.	VDOT – Fredericksburg

**Customer Service** – Yvonne Crenshaw

Who are your customers? In the retail and commercial environment most of us understand who the customers are. More importantly, we all know when we have received poor customer service. This session focuses on the skills a professional must use to influence change. Participants will be provided with a quality assurance tool which can be used to audit and evaluate ones individual customer service system. This course is a companion to the DJJ “Toolkit for Supervisors course”

3/28/08	8:00 a.m. – 12:00 Noon	Cedar Lodge
5/12/08	8:00 a.m. – 12:00 Noon	Dept. of Social Services – VA Beach (UVA classroom #2, 4 <sup>th</sup> Floor)

### **Effective Business Writing – Yvonne Crenshaw**

This course covers the essentials of business writing: grammar, sentence and paragraph structure, letter/e-mail, procedure writing, tips on grant writing and more! If you already know the basics, then this course will help to take your writing to the next level.

5/20/08	8:30 a.m. – 4:00 p.m.	VDOT - Fredericksburg
6/10/08	8:30 a.m. – 4:00 p.m.	Cedar Lodge
6/24/08	8:30 a.m. – 4:00 p.m.	Dept. of Social Services – VA Beach (Pembroke 4, 3 <sup>rd</sup> Floor)

### **Employee Wellness – Yvonne Crenshaw & Brenda Jackson**

In order to meet the day-to-day challenges at home and at work you need to be aware of what and how things can impact your both mental and physical health. This course explores some of the conditions and situations you might face and provides useful skills and information to enhance your overall well-being.

3/28/08	1:00 p.m. – 4:00 p.m.	Cedar Lodge
4/21/08	8:30 a.m. – 11:30 a.m.	VDOT - Fredericksburg
5/12/08	1:00 p.m. – 4:00 p.m.	Dept. of Social Services – VA Beach (UVA Classroom 2, 4 <sup>th</sup> Floor)
5/15/08	9:00 a.m. – 12:00 noon	Western Regional Office (WRO) Roanoke

### **Escape Techniques for CSU Workers - Dennis Sullivan**

This class will focus on escape techniques that can be used during physical confrontations. Instructor will demonstrate escape techniques to participants and participants will be required to conduct each technique properly.

**Students should wear comfortable clothing (no tank tops), no high heel shoes or boots are to be worn. This is a hands on physically interactive class which requires students to perform certain physical techniques using the full use of the neck, shoulders, back, arms, wrist, upper and lower legs and knees and ankles.**

2/26/08	1:00 p.m. – 5:00 p.m.	Cedar Lodge
3/11/08	1:00 p.m. – 5:00 p.m.	Cedar Lodge
3/18/08	9:00 a.m. – 1:00 p.m.	Workforce Development Center (Hampton)
6/26/08	9:00 a.m. – 1:00 p.m.	Workforce Development Center (Hampton)

### **Female Gang Members - Benjamin Anthony**

The training will look at the role of the female gang members from a historical perspective. The training will look at the number of females that are involved in gangs and the violence that they endure.

**No class scheduled for second half of year.**

### **Food Service Spring Training – Lloyd Jackson**

The content of the training covers federal and state regulations as they relate to food service operations in juvenile justice correctional centers, detention homes, group homes, and halfway houses. The specific areas covered are: (1) Health and sanitation standards. (2) National breakfast, lunch, and after school snack program compliance. (3) Department of Education workshops. (4) Discussion of pertinent issues that relate to all food service operations. The target audience is all food service staff and facility management. (First day: USDA Program Compliance-Changes & Updates – Second day: Sanitation & Food Safety)

5/22-23	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg
---------	-----------------------	-----------------------

5/28-29	8:30 a.m. – 4:30 p.m.	<b>Western Regional Office – Roanoke Tidewater Group Home Commission – Portsmouth, VA Barrett</b>
6/5-6	8:30 a.m. – 4:30 p.m.	
6/12-13	8:30 a.m. – 4:30 p.m.	

### **Gang Awareness 101 - Benjamin Anthony**

This basic gang training will answer the who, what, when, where, why and how of gangs. This class will examine gangs from their beginning to the present.

**No class scheduled for second half of year.**

### **Gangs and the In-take Process – Benjamin Anthony**

This training will be geared toward participants that receive youth in the facilities, detention centers, half way houses, and the CSU's. This training will teach participants to recognize gang tattoos, coded gang letters, and gang graffiti written on articles. This training will also allow participants to complete gang forms that are related to gang behavior.

12/4/08	9:00 a.m. – 4:30 p.m.	<b>Cedar Lodge</b>
---------	-----------------------	--------------------

### **Gang Tattoos – Benjamin Anthony**

This training will look at and define gang tattoos and their locations on gang members. This session also will be geared toward scars, and burn marks on gang members. This session will look at why some gang members are trying to hide their gang tattoos.

6/26/08	9:00 a.m. – 4:30 p.m.	<b>Cedar Lodge</b>
7/25/08	9:00 a.m. – 4:30 p.m.	<b>Cedar Lodge</b>

### **Grammar Workshop - Yvonne Crenshaw**

This course reviews the basics of grammar and usage, including the parts of speech, types of sentences and sentence structure and tips on business writing. This is an excellent tool for brushing up on the basics and improving your writing in general. This is a suggested prerequisite to the "Effective Business Writing" course.

1/25/08	8:30 a.m. – 4:00 p.m.	<b>Cedar Lodge</b>
3/17/08	8:30 a.m. – 4:00 p.m.	<b>Workforce Development Center (TNCC) Hampton</b>
4/8/08	8:30 a.m. – 4:00 p.m.	<b>Cedar Lodge</b>
5/19/08	8:30 a.m. – 4:00 p.m.	<b>Dept. of Environmental Quality (DEQ) Woodbridge</b>

### **Group Facilitation Skills – Andrew Dickerson**

This course is Mandatory for New JCC Counselors (Basic Skills course.) This class is designed for those who provide group counseling to our youth; i.e. psycho-educational programs. Topics covered will include the benefits of group work, the group process, techniques used in groups, to include motivational interviewing and termination of groups. Emphasis will be place on skills development as a group facilitator.

5/2/08	8:30 a.m. – 4:30 p.m.	<b>Cedar Lodge</b>
6/26/08	8:30 a.m. – 4:30 p.m.	<b>Cedar Lodge</b>
9/26/08	8:30 a.m. – 4:30 p.m.	<b>Cedar Lodge</b>
12/9/08	8:30 a.m. – 4:30 p.m.	<b>Cedar Lodge</b>

### **In-service Training for Non-security Personnel** – Ryan West, Coordinator

This in-service week is designed to assist non-security employees in meeting the training requirements set forth in the Interdepartmental Standards for Residential Facilities. Each day is created as a separate course which enables staff to pursue training specific to their job functions on a case-by-case basis. Though they are scheduled in a week, each day requires a separate enrollment. The Division of Institutions requires the first 2 days (16 hours) for all institutional non-security staff, and the remaining 3 days are available, as needed by the individual employee or required by the facility.

#### **Day 1: Introduction, Strategic Plan, REACH Implementation, and Customer Service (8 hours): REQUIRED OF ALL INSTITUTIONAL NON-SECURITY STAFF**

Presentation on the Mission, Vision, Core Values, and Agency Goals, and how they relate to all DJJ employees. Followed by strategies to best guide interactions with residents in consideration of each individual resident's "Capability" and "Desire," as it relates to the REACH Behavior Management principles and using Strategic Leadership as a model. Wrapping up with a review of techniques on providing good customer service in a governmental setting.

#### **Day 2: Civil Liability and Emergency Preparedness & Response (8 hours): REQUIRED OF ALL INSTITUTIONAL NON-SECURITY STAFF**

The morning session consists of information on liability issues and how to prevent them, coupled with standards requirements regarding abuse & neglect and the mandatory reporting requirements. The afternoon includes general guidelines to meet the standards requirements of evacuations, suicide prevention, and standard precautions (formerly known as Universal Precautions).

#### **Day 3: Business Documentation and Workplace Health (8 hours):**

The morning session will review basic techniques for creating clear and concise business communications, including emails and other professional documents. The afternoon includes several Injury Prevention Modules produced by the American Red Cross, to include Workplace Violence, Ergonomics, and Workplace Stress.

#### **Day 4: Adult CPR, AED, and First Aid (8 hours):**

The American Red Cross Standard First Aid course consisting of Adult CPR, use of an AED (utilizing the same units currently in place at each facility), and First Aid. Dress is casual or gym style in order to conduct skill demonstrations on the floor. Participants will receive Red Cross certification upon successful completion of both the physical skill demonstrations and the written test.

#### **Day 5: Handle With Care Recertification / Refresher (8 hours):**

A recertification / refresher of the Department's approved behavior management program – Handle with Care, including both verbal and physical intervention techniques. Dress is casual or gym style in order to conduct physical exercise and skill demonstrations on the floor.

**Participants must have previously completed the three-day basic Handle with Care Program training.**

2/4-8/08	8:00 a.m. – 5:00 p.m.	Barrett
3/3-7/08	8:00 a.m. – 5:00 p.m.	Barrett
3/24-28/08	8:00 a.m. – 5:00 p.m.	Barrett
5/5-9/08	8:00 a.m. – 5:00 p.m.	Barrett
6/9-13/08	8:00 a.m. – 5:00 p.m.	Barrett



7/14-18/08	8:00 a.m. – 5:00 p.m.	Barrett
8/11-15/08	8:00 a.m. – 5:00 p.m.	Barrett
9/22-26/08	8:00 a.m. – 5:00 p.m.	Barrett
10/27-31/08	8:00 a.m. – 5:00 p.m.	Barrett
12/1-5/08	8:00 a.m. – 5:00 p.m.	Barrett

### **Mental Health Services: An Institutional Overview - Dr. Steven Peed**

**This course is Mandatory for New JCC Counselors (Basic Skills course) and may benefit Parole Officers working with this population.**

This class will review the mental health characteristics of incarcerated youth; breakdown DSM IV diagnoses of our population; review the assessment process; look at the roles and mission of DJJ's Behavioral Science Unit (BSU); provide a brief overview of the assessment and minimum interventions of Serious Injurious Behavior (SIB); and address common problems and the need for teamwork.

7/30/08	8:30 a.m. – 12:30 p.m.	Cedar Lodge
9/25/08	8:30 a.m. – 12:30 p.m.	Cedar Lodge
11/20/08	8:30 a.m. – 12:30 p.m.	Cedar Lodge

### **Motivational Interviewing – Andrew Dickerson**

**This course is Mandatory for New JCC Counselors (Basic Skills course.)** “People are generally persuaded by reasons which they themselves have discovered, than by those which have come through the mind of others.” Pascal – 17 Century Philosopher.

Motivational Interviewing is defined as a “person-centered, directive method for enhancing intrinsic motivation to change by exploring and resolving ambivalence.” This course is designed for those who provide counseling to our youth. Areas covered will include understanding change; motivation; interviewing techniques and resistance to change. Emphasis will be placed on developing skills in interviewing techniques which follow the principles of Motivational Interviewing.

5/7/08	8:30 a.m. – 4:30 p.m.	Cedar Lodge
7/23/08	8:30 a.m. – 4:30 p.m.	Cedar Lodge
10/1/08	8:30 a.m. – 4:30 p.m.	Cedar Lodge
12/3/08	8:30 a.m. – 4:30 p.m.	Cedar Lodge

### **Objectives – Developing Measures for Performance – Robin Barwick**

**This course is Mandatory for New JCC Counselors (Basic Skills course.)**

This course will benefit all employees in understanding what objectives are, how they are developed and the process of developing objectives that are measurable for performance. This performance is associated with the supervision of employees or the juveniles we serve, but also includes the fundamentals of moving from one location to another either in the business or personal arena.

7/22/08	9:00 a.m. – 4:00 p.m.	Cedar Lodge
8/19/08	9:00 a.m. – 4:00 p.m.	Cedar Lodge
8/27/08	9:00 a.m. – 4:00 p.m.	Western Regional Office (WRO) – Roanoke
10/7/08	9:00 a.m. – 4:00 p.m.	Cedar Lodge
11/4/08	9:00 a.m. – 4:00 p.m.	Cedar Lodge

### **Phoenix Group Facilitation Training** – Benjamin Anthony & Stephen Charlson

This training will introduce DJJ staff to basic group facilitation skills utilizing the Phoenix Behavioral Curriculum. Some of the techniques identified as effective by the “Best Practices in Juvenile Justice” publications will be included. Staff will be exposed to motivational Interviewing, Cognitive Behavioral and Social Learning approaches, role playing, using different group setups, use of the gang curriculum and effective communication skills.

<b>2/28/08</b>	<b>8:30 a.m. – 4:30 p.m.</b>	<b>Cedar Lodge</b>
<b>9/25/08</b>	<b>8:30 a.m. – 4:30 p.m.</b>	<b>Cedar Lodge</b>

### **Advanced Phoenix Group Facilitation Training** – Stephen Charlson & Benjamin Anthony

**This training is designed for DJJ Staff who have attended the Phoenix Group Facilitation Training.** DJJ staff will spend the entire training day practicing application of the Phoenix Curriculum in Group facilitation. Staff will take turns setting up role plays, group discussions and demonstrate application of basic group facilitation skills. Staff will receive feedback and suggestions from trainers and other participants. All Facilitation and co-facilitation will be conducted by participants.

<b>4/24/08</b>	<b>9:00 a.m. – 4:30 p.m.</b>	<b>Cedar Lodge</b>
<b>11/20/08</b>	<b>9:00 a.m. – 4:30 p.m.</b>	<b>Cedar Lodge</b>

### **Platform Skills (Training of Trainers – TOT)** - Andrew Dickerson

This four day class is designed for those wishing to learn how to deliver training from currently prepared curriculum. Focus areas will be: • The use of adult learning concepts • How to communicate effectively in a classroom setting • How to motivate and energize participants • Facilitation of exercises and activities • Classroom management.

**As part of this training, participants will be required to deliver a 30 minute presentation demonstrating techniques learned in class.** (Class is limited to 10 participants) Acceptance in this course is dependent upon a written agreement to serve as an adjunct instructor for the Training Unit. (In LMS, go to TEAM Center; select Team Rooms; type a keyword from the course title and click search; double-click on the course title; click on “Content” and open the “Adjunct Trainer Agreement”.

<b>8/12-15/08</b>	<b>8:30 a.m. – 4:30 p.m.</b>	<b>Cedar Lodge</b>
-------------------	------------------------------	--------------------

### **Preparing for Promotion** – Guillermo Novo

This class will review strategies for preparing both personally and professionally for promotional opportunities as well as the Commonwealth’s promotion process. Topics will include: personal and professional development, successful characteristics, the application process, interview strategies, DHRM pay practices, and salary negotiations.

<b>2/21/08</b>	<b>9:00 a.m. – 4:00 p.m.</b>	<b>Dept. of Environmental Quality (DEQ)</b>
<b>4/17/08</b>	<b>9:00 a.m. – 4:00 p.m.</b>	<b>Harrisonburg</b>
<b>6/19/08</b>	<b>9:00 a.m. – 4:00 p.m.</b>	<b>Cedar Lodge</b>
<b>8/13/08</b>	<b>9:00 a.m. – 4:00 p.m.</b>	<b>Western Regional Office - Roanoke</b>
<b>10/8/08</b>	<b>9:00 a.m. – 4:00 p.m.</b>	<b>Workforce Development Center – Hampton</b>
<b>12/11/08</b>	<b>9:00 a.m. – 4:00 p.m.</b>	<b>Dept. of Environmental Quality (DEQ)</b>
		<b>Abingdon</b>
		<b>Cedar Lodge</b>

## **Proactive versus Reactive Focus...Anticipating and Recognizing the Need for Change - Phil Edris**

Have you ever become aware of a change and thought, "I had that idea two years ago"? Brought up a suggestion only to be told, "That won't work here" or "We tried that and it didn't work"? Are you a person who is "change adverse"? More inclined to do things the way they've always been done?

Using Joel Barker's "Business of Paradigms"™ this class deals with the many issues of change: recognizing the need for change, changing before the need for "crisis management", challenging accepted paradigms, accepting change, and overcoming resistance to change. As a bonus, you'll not only realize how to better manage change, but you'll also learn techniques for using this information to help our clients recognize and manage their need to change. Whether you are dealing with change in the agency or change in your personal life, this class will provide you the tools to move forward.

10/8/08	8:30 a.m. – 12:00 noon	Cedar Lodge
10/17/08	1:00 p.m. – 4:30 p.m.	Western Regional Office – Roanoke
11/14/08	8:30 a.m. – 12:00 noon	7 <sup>th</sup> CSU – Newport News

## **Probable Cause: Case Studies for Decision Making – Robin Barwick**

It examines multiple definitions associated with probable cause and identifies the critical elements required for the establishment of cause. Direct and indirect evidence; the totality of the circumstances and additional factors will be assessed through court decisions. These decisions will be dissected through group work and discussion to determine the courts interpretations and how these influence decision-making at Intake and Arrest. This class is not restricted to Intake Officers; its overall application is for all Probation, Parole and Institutional staff.

**This course is recommended for all CSU and JCC staff.**

7/23/08	8:30 a.m. – 4:30 p.m.	Cedar Lodge
8/26/08	8:30 a.m. – 4:30 p.m.	Western Regional Office - Roanoke

## **Self Management – Yvonne Crenshaw**

This course consists of three (3) separate modules on self management: Managing Your Time, Finding Your Mission, and Exercising Integrity. Module I - Managing Your Time: This module will offer the participant some practical tips on ways to gain more control over his/her schedule by: analyzing how you spend your time, identifying time management techniques, determining roles and goals and avoiding procrastination. Module II - Finding Your Mission: This module will provide you a method for determining your true direction and mission in work and personal life. Module III - Exercising integrity: This module will provide you techniques for saying 'No' without losing your job and yourself. This course is based on the principles of Stephen Covey, the author of 'The Seven Habits of Highly Effective People'.

8/5/08	8:30 a.m. – 4:00 p.m.	Cedar Lodge
--------	-----------------------	-------------

## **Sex Offender Services (3 days) – Art Mayer**

Participants will examine the treatment program for adolescent sex offenders in DJJ self-contained units. Training is provided in the methods and procedures used to achieve the treatment objectives during incarceration and the staff's role in the process.

5/7-8-9/08	8:30 a.m. – 4:30 p.m.	Barrett
11/5-6-7/08	8:30 a.m. – 4:30 p.m.	Barrett

**Sex Offender Services (1 day) – Art Mayer**

**This course is Mandatory for New JCC Counselors (Basic Skills Course).** Overview of the juveniles who commits sexual offenses; includes attitudes about working with this population, terminology, myths and misconceptions, etiology, typologies, description of the DJJ SOTP and treatment outcomes. Treating juvenile Who Commit Sexual Offenses - includes treatment goals, treatment techniques and methods of treatment (individual, group, family) for this population.

7/11/08	8:30 a.m. – 4:30 p.m.	Barrett
9/12/08	8:30 a.m. – 4:30 p.m.	Barrett

**Sexual and Domestic Violence - Dennis Gilbert**

This class is to help participants gain a thorough understanding and knowledge of sexual and domestic violence in order to enable them to respond more effectively to the juveniles and families they come in contact with who may be experiencing its impact.

3/28/08	9:00 a.m. – 4:30 p.m.	Dept. of Environmental Quality (DEQ)
5/9/08	9:00 a.m. – 4:30 p.m.	Woodbridge
6/20/08	9:00 a.m. – 4:30 p.m.	Cedar Lodge
		WRO – Roanoke

**Substance Abuse Treatment Training (3 days) - Arthur Mayer**

This class will cover the following topics on Day 1: Overview of DJJ Substance Abuse Programming; Assessment of Substance Abuse; History of SA Treatment; Pharmacology and New Directions. Day 2: Overview of General Substance Abuse Treatment Techniques and Cannabis Youth Treatment Series. Day 3: Overview of Girl's Substance Abuse Programming; Developmentally Delayed and Intellectually Challenged Youth and Overview of Transition Planning for Community Aftercare. Days 1 and 2 are a Basic Skills Requirement for all New Counselors.

10/15-17/08	8:30 a.m. – 4:30 p.m.	Cedar Lodge
-------------	-----------------------	-------------

**Substance Abuse Treatment Training (1/2 day) - Arthur Mayer**

**This course is Mandatory for New JCC Counselors (Basic Skills course)** and is beneficial to all who work with substance abusing youth. This half-day session is an overview of DJJ's institutional substance abuse programming and assessment; a brief history of SA treatment; and a review of 2008 initiatives, addiction, varying models, and what works.

8/8/08	8:30 a.m. – 12:00 noon	Cedar Lodge
12/12/08	8:30 a.m. – 12:00 noon	Cedar lodge

**The Basics of Street Drugs – Dennis Sullivan**

This course will focus on four main categories of drugs (Narcotics, Stimulants, Hallucinogens and Depressants). Participants will receive information on the different types of illegal drugs that adolescents and adults are using in today's society. This class will also discuss the effects of several common street drugs and how they can be administered to the body. Participants will see video clips on inhalants and the history of drug use in the United States.

2/22/08	9:00 a.m.-1:00 p.m.	Cedar Lodge
4/8/08	9:00 a.m.-1:00 p.m.	Workforce Development Center (TNCC)
		Hampton
6/17/08	9:00 a.m.-1:00 p.m.	Dept. of Social Services – VA Beach
8/21/08	1:00 p.m.-5:00 p.m.	Cedar Lodge
10/17/08	1:00 p.m.-5:00 p.m.	Cedar Lodge

**Time Management – Yvonne Crenshaw**

This course reviews essential personal time management skills. These are the simple, practical techniques that help you increase productivity and improve your effectiveness. You'll learn how to identify and focus on the activities that show you how to work smarter, not harder. The course also reviews goal-setting, a vitally important skill for deciding what you want to achieve both personally and professionally.

**7/9/08****8:30 a.m. – 4:00 p.m.****7<sup>th</sup> CSU – Newport News****25 Most Asked Questions About Gangs – Benjamin Anthony**

This training will look at the top 25 questions about gangs that have been asked in training classes since 2004. This training identifies the questions and provides realist, straight forward answers to some of the most vital questions of gang activity and it causes.

**No class scheduled for second half of year.**

**Understanding Gangs (Everything you wanted to know about gangs) – 2 day training - Benjamin Anthony & Various Instructors**

This training will be a four part series on gang behaviors. The first part will be a basic gang 101 introduction class. The second part will be an advance look at gangs. The participants will have the ability to research gang documents, decode letters and break down gang graffiti. The third part of the training will look at one of the fastest growing gangs in the U.S. (female gang members). The fourth part of the training will look at gangsta rap and the influence that gang members have on this billion dollar industry.

**11/13-14/08****9:00 a.m. – 4:30 p.m.****Cedar Lodge****Virginia Local Gangs – Benjamin Anthony & Various Instructors**

This training will look at various local gangs in Virginia and their attachment to national gangs. This training will also look at how they incorporate national gang's traditions, hand signs, tattoos, and organizational structures.

**9/18/08****9:00 a.m. – 4:30 p.m.****Cedar Lodge****Working with Generations in the Workplace – Brenda Jackson**

At some point all of us will work for or with people who aren't our age and who, through nature and nurture, bring different work style and work ethics to their job. This half day workshop will introduce employees to the "Generations", help them to identify key characteristics of each and give them an opportunity to discuss each generation's beliefs and driving values. The objective is to improve work relationships, build more cohesive and productive teams.

**2/19/08****12:00 noon – 4:00 p.m.****Eastern Regional Office (DOC) Suffolk****3/21/08****12:00 noon – 4:00 p.m.****Cedar Lodge****4/21/08****12:00 noon – 4:00 p.m.****VDOT - Fredericksburg****7/17/08****8:30 a.m. – 12:30 p.m.****Dept. of Social Services - VA Beach  
Pembroke 4, 4<sup>th</sup> Floor, Classroom #2****10/20/08****12:00 noon – 4:00 p.m.****7<sup>th</sup> CSU - Newport News (6<sup>th</sup> Floor  
Conference Room)****Youth Gangs and the Internet – Benjamin Anthony**

This training will look at one of the largest gang recruiters in the state of Virginia. This training will explore why so many young people are joining internet sites. This training will also look at popular sites like MySpace, Bebo, Youtube, and the gang influence on these sites. Participants will learn how utilize these sites for educational purposes.

3/13/08  
10/9/08

9:00 a.m. – 4:30 p.m.  
9:00 a.m. – 4:30 p.m.

Cedar Lodge  
Cedar Lodge

**Available by special request for groups of (20) or more:**

- **Defensive Driving** for personnel responsible for driving state vehicles
- **Terrorism and Security Awareness**
- **Employee Wellness** – A presentation of learning sessions offered by the popular *CommonHealth* program. This 4 or 8 hour module will discuss practical ways to manage stress, recognize potential health issues and nutritional recommendations are some of the topics that will be presented.
- **Workplace Ergonomics and Office Safety** - This program will discuss and evaluate the leading causes of musculoskeletal discomfort and injury to administrative professionals. Participants will be introduced to the health related warning signs of musculoskeletal disorders and related occupational risk factors. This course will provide participants with low cost or free methods that can be used to prevent ergonomic injuries. This session is recommended for employees that perform tasks requiring significant use computerized workstations or other clerical duties.
- **Safety & Security for CSU personnel** - Conducting field or home visits can be a dangerous occurrence. Are you mentally preparing yourself before each field or home visit? With mandatory deadlines, court appearances and other administrative concerns we often times forget to practice basic personal safety techniques. This course will provide the CSU employee with practical methods to enhance personal safety in the field and office. This course features information offered during the Basic Skills for Probation Officers program and has been updated to include a module on “Workplace Violence” a National Institutes of Health initiative. This course is recommended annually for all CSU employees.
- **Customer Service Basics and Employee Wellness**

Contact Debbie P. Jackson (804) 323-2362 or e-mail request to [Debbie.jackson@djj.virginia.gov](mailto:Debbie.jackson@djj.virginia.gov)

**Available by special request for any DJJ work team:**

- **MBTI (Myers Briggs Type Indicator)** Knowing your preferences and understanding others' preferences may help you to communicate effectively. This can be especially critical if you are a manager or supervisor. This workshop will address communication style based on an individual's type, as identified by the MBTI. Participants will have an opportunity to learn who their individual preferences may affect, leadership styles, time management and dealing with conflicts.
- **Manage Workplace Conflict** This course is designed for participants to learn more about managing conflict. We will define conflict and explore how we respond to it using the “**Thomas-Kilman Conflict Mode Instrument**”. Through individual and group exercises, participants will learn how to manage conflict in the workplace.
- **Working with Generations in the Workplace**

Contact Debbie P. Jackson (804) 323-2362 or e-mail request to [Debbie.jackson@djj.virginia.gov](mailto:Debbie.jackson@djj.virginia.gov)

**DEPARTMENT OF JUVENILE JUSTICE**

**HEALTH SERVICES DIVISION**



**TRAINING SCHEDULE  
JANUARY – DECEMBER 2008**

# **January – December 2008**

## **January 11**

<b>Title</b>	<b>Orthopedic Assessment Hand and Foot</b>
<b>Description</b>	Nursing assessment of orthopedic injuries to the hand and foot, Emphasis on differential and documentation.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>8:30 a.m. – 11:45 a.m.</b>
<b>Target Audience</b>	<b>Health Staff</b>
<b>Instructor</b>	<b>Kathleen Tauer, RN, NP; Elizebeth Morse, RN, NP; Other Instructors, TBA</b>

## **January 11**

<b>Title</b>	<b>Diabetes – “Carb. counting”</b>
<b>Description</b>	Learn the basics of carbohydrate counting in the management of the diabetic patient.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>1:00 pm – 4:15 pm</b>
<b>Target Audience</b>	<b>Health Staff</b>
<b>Instructor</b>	<b>P. Selig, RN, NP; Elizebeth Morse, RN, NP; Other Instructors</b>

## **January 24**

<b>Title</b>	<b>Joint Detention/Correction Nurse Meeting</b>
<b>Description</b>	Quarterly joint training for detention and corrections nurses
<b>Place</b>	<b>Staunton – Shenandoah Valley Juvenile Detention Center</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Detention and Corrections Nurses</b>
<b>Host</b>	<b>Lisa Anderson, LPN - Shenandoah Valley Juvenile Center</b>
<b>Coordinator</b>	<b>Elizebeth Morse, RN, NP; Other Instructors, TBA</b>

## **January 28**

<b>Title</b>	<b>Medication Aide Recertification Training</b>
<b>Description</b>	This 7 hour annual re-training is required for all non-medical employees in group home, detention and correctional setting who have previously completed the 32 hour Medication Aide Training to administer medications to juveniles.
<b>Place</b>	<b>Tidewater Regional Group Home Commission 2404 Airline Blvd.,</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Non-medical staff who administer medications</b>
<b>Instructor</b>	<b>Elizebeth Morse, RN, NP; Doris Hedrick, RN; Other Instructors, TBA</b>



## **January 29-February 1**

<b>Title</b>	<b>Medication Aide Training</b>
<b>Description</b>	This 32 hour training is required for all non-medical employees in group home, detention and correctional setting who administer medications to juveniles.
<b>Place</b>	<b>Tidewater Regional Group Home Commission 2404 Airline Blvd.,</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Non-medical staff who administer medications</b>
<b>Instructor</b>	<b>Doris Hedrick, R.N.; Elizebeth Morse, RN, NP</b>

## **February 6**

<b>Title</b>	<b>CPR for Healthcare Providers</b>
<b>Description</b>	This 8 hour training is required for all Health Services personnel with direct contact with residents. Meets the standard for emergency care for the professional rescuer. Proficiency in one- and two– person CPR, mouth to mask ventilations and use of the bag-valve-mask (BVM) is required.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Health Services personnel with direct patient care.</b>
<b>Instructor</b>	<b>Teresa Volosevich, RN, Lorraine Ross, RN, Other Instructors PRN <b>Limit 12 participants</b></b>

## **February 8**

<b>Title</b>	<b>Asthma Update</b>
<b>Description</b>	Asthma and increasing medical problem. This course will review triaging and physical assessment of asthmatics, nursing care plans and documentation.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>8:30 a.m. – 11:45 a.m.</b>
<b>Target Audience</b>	<b>Health Staff</b>
<b>Instructor</b>	<b>Marie Tiedemann, MD; Other Instructors PRN</b>

## **February 8**

<b>Title</b>	<b>Certification Review</b>
<b>Description</b>	This one day course reviews all of the health standards that are required for certification. Best practice models are reviewed as well as health policies, procedures and forms.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>1:00 p.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Health Staff</b>
<b>Instructor</b>	<b>Joseph Riddick, CCHP; Other Instructors PRN</b>

## **February 11**

<b>Title</b>	<b>Medication Aide Recertification Training</b>
<b>Description</b>	This 7 hour annual re-training is required for all non-medical employees in group home, detention and correctional setting who have previously completed the 32 hour Medication Aide Training to administer medications to juveniles.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Non-medical staff who administer medications</b>
<b>Instructor</b>	<b>Lorraine, Ross, R.N.; Elizebeth Morse, RN, NP; Other Instructors, TBA</b>

## **February 12-15**

<b>Title</b>	<b>Medication Aide Training</b>
<b>Description</b>	This 32 hour training is required for all non-medical employees in group home, detention and correctional setting who administer medications to juveniles.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Non-medical staff who administer medications</b>
<b>Instructor</b>	<b>Lorraine Ross, RN, Elizebeth Morse, RN, NP; Other Instructors PRN</b>

## **March 5**

<b>Title</b>	<b>Medication Aide Recertification Training</b>
<b>Description</b>	This 7 hour annual re-training is required for all non-medical employees in group home, detention and correctional setting who have previously completed the 32 hour Medication Aide Training to administer medications to juveniles.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Non-medical staff who administer medications</b>
<b>Instructor</b>	<b>Lorraine, Ross, R.N.; Elizebeth Morse, RN, NP; Other Instructors, TBA</b>

## **March 10-14**

<b>Title</b>	<b>Medical Basic Skills</b>
<b>Description</b>	This 40 hour orientation to the Medical/nursing department is required within one year of hire (beginning 2006) for all newly hired Health Services personnel. Attendance of classes for the full week will be scheduled by the Head Nurse at each facility.

<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel</b>
<b>Instructor</b>	<b>Health Service's Administrative Staff, Physicians and Nurse Practitioners, Nurses; Other Instructors PRN</b>

### **Medical Basic Skills**

**Sessions for each day are list below. Seasoned nurses seeking training opportunities may register for individual sessions as desired. As always clear attendance with your supervisor.**

#### **March 10**

<b>Title</b>	<b>Medical Basic Skills Day # 1 Health Certification Standards</b>
<b>Description</b>	This one day course reviews all of the health standards that are required for certification. Best practice models are reviewed as well as health policies, procedures and forms. .
<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>8:30 p.m. – 4:15 p.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review, administrators</b>
<b>Instructor</b>	<b>Joseph Riddick, CCHP; Other Instructors PRN</b>

#### **March 11**

<b>Title</b>	<b>Medical Basic Skills Day # 2 Medication</b>
<b>Description</b>	Medication administration policies and Maxor Pharmacy computer practice session
<b>Place</b>	<b>Cedar Lodge computer lab</b>
<b>Time</b>	<b>8:30 a.m. – 11:45 a.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review</b>
<b>Instructor</b>	<b>Teresa Volosevich, RN, Elizebeth Morse, RN, NP; Doris Hedrick, RN, Other Instructors PRN</b>

#### **March 11**

<b>Title</b>	<b>Medical Basic Skills Day # 2 Documentation for correctional health</b>
<b>Description</b>	Required documentation, DJJ forms and reports.
<b>Place</b>	<b>Cedar Lodge computer lab</b>
<b>Time</b>	<b>1:00 p.m. – 4:15 p.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff</b>

**Instructor** desiring a review  
**Doris Hedrick, RN, Elizebeth Morse, RN, NP; Teresa Volosevich, RN, Other Instructors PRN**

### **March 12**

**Title** **Medical Basic Skills Day # 3 Immunizations**  
**Description** Review of most current immunization requirements for residents and staff based on CDC recommendations and VA State law. Review of immunization administrations techniques, placing and reading TST.  
**Place** **Barrett**  
**Time** **8:30 a.m. – 9:30 a.m.**  
**Target Audience** **Newly hired Health Services personnel, health services staff desiring a review**  
**Instructor** **Elizebeth Morse, RN, NP; Doris Hedrick, RN, Other Instructors PRN**

### **March 12**

**Title** **Medical Basic Skills Day # 3 Phlebotomy and veinipuncture**  
**Description** Review of IV fluids on stock, medications given by IV drip and IV push. Review of basic veinipuncture sites and practice session for drawing blood, and starting IVs with intracath & butterfly needles.  
**Place** **Barrett**  
**Time** **10:00 a.m.—12:00 p.m.**  
**Target Audience** **Newly hired Health Services personnel, health services staff desiring a review**  
**Instructor** **Doris Hedrick, RN, Elizebeth Morse, RN, NP; Other Instructors PRN**

### **March 12**

**Title** **Medical Basic Skills Day # 3 Behavioral Services Unit**  
**Description** Overview of the function and services provided by the BSU.  
**Place** **Barrett**  
**Time** **1:15 p.m. – 2:15 p.m.**  
**Target Audience** **Newly hired Health Services personnel, health services staff desiring a review**  
**Instructor** **Steven Peed, PhD; Other Instructors PRN**

### **March 12**

**Title** **Medical Basic Skills Day # 3 Dental Services**  
**Description** Overview of the function and services provided by Dental Services.

**Place** Barrett  
**Time** 2:30 p.m. – 4:15 p.m.  
**Target Audience** Newly hired Health Services personnel, health services staff desiring a review  
**Instructor** Thomas Milewski, DDS; Robert Lankford, DDS; Other Instructors PRN

### **March 13**

**Title** **Medical Basic Skills - Day # 4 Physical Assessment- communicating with the Physician/Nurse Practitioner on call.**

**Description** Physical assessment for the nurse; when to treat, when to refer, when to send to ED now! Common illnesses and injuries. Some pearls of wisdom.

**Place** Barrett  
**Time** 8:30 a.m. – 4:30 p.m.  
**Target Audience** Newly hired Health Services personnel, health services staff desiring a review  
**Instructor** Marie Tiedemann, MD; Elizebeth Morse, RN, NP; Other Instructors PRN

### **March 14**

**Title** **Medical Basic Skills Day # 5 Adolescent Growth and Development**

**Description** Review of normal expected adolescent growth and development, physically, socially and psychologically.

**Place** Barrett  
**Time** 8:30 a.m. – 2:30 p.m.  
**Target Audience** Newly hired Health Services personnel, health services staff desiring a review  
**Instructor** Kathleen Tauer, RN, NP, Elizebeth Morse, RN, NP; Other Instructors PRN

### **April 9**

**Title** **Medication Aide Recertification Training**

**Description** This 7 hour annual re-training is required for all non-medical employees in group home, detention and correctional setting who have previously completed the 32 hour Medication Aide Training to administer medications to juveniles.

**Place** Barrett Training Center  
**Time** 8:30 a.m. – 4:30 p.m.  
**Target Audience** Non-medical staff who administer medications

**Instructor** Doris Hedrick, R.N.; Elizebeth Morse, RN, NP; Other

### **April 11**

**Title** **STD Update**

**Description** Update on STDs and current treatments

**Place** Barrett Training Center

**Time** 8:30 a.m. – 11:45 p.m.

**Target Audience** Health Staff

**Instructor** Kathleen Tauer, RN, NP; Elizebeth Morse, RN, NP; Other  
Instructors PRN

### **April 11**

**Title** **Orthopedic Assessment – Back and Knee**

**Description** This course reviews the physical assessment of orthopedic injuries, when to x-ray, when to refer and what constitutes an emergency.

**Place** Barrett Training Center

**Time** 1:00 p.m. – 4:30 p.m. p.m.

**Target Audience** Health Staff

**Instructor** Bryan Graham, RN, NP; Elizebeth Morse, RN, NP; Other  
Instructors PRN

### **April 18**

**Title** **Psychotropic Medications- Update**

**Description** This course will review current psychotropic medications, prescribing for adolescents and practice standards in DJJ.

**Place** Richmond **TBA area hotel**

**Time** 9:00 a.m. – 1:00 p.m.

**Target Audience** Health Staff

**Instructor** Wesley Carter, MD; Other Instructors PRN

### **April 24**

**Title** **Joint Detention/Correction Nurse Meeting**

**Description** Quarterly joint training for detention and corrections nurses

**Place** Prince William County Juvenile Detention Center

14873 Dumfries Road

Manassas, VA

**Time** 8:30 a.m. – 4:30 p.m.

**Target Audience** Detention and Corrections Nurses

**Host** Ellyn Presley, RN - Prince William County Juvenile Detention  
Center

**Coordinator** Elizebeth Morse, RN, NP; Other Instructors, TBA

## May 5

<b>Title</b>	<b>Medication Aide Recertification Training</b>
<b>Description</b>	This 7 hour annual re-training is required for all non-medical employees in group home, detention and correctional setting who have previously completed the 32 hour Medication Aide Training to administer medications to juveniles.
<b>Place</b>	<b>Lynchburg - Place TBA</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Non-medical staff who administer medications</b>
<b>Instructor</b>	<b>Doris Hedrick, R.N.; Elizebeth Morse, RN, CPNP; Other Instructors, TBA</b>

## May 6-9

<b>Title</b>	<b>Medication Aide Training</b>
<b>Description</b>	This 32 hour training is required for all non-medical employees in group home, detention and correctional setting who administer medications to juveniles.
<b>Place</b>	<b>Lynchburg - Place TBA</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Non-medical staff who administer medications</b>
<b>Instructor</b>	<b>Lorraine Ross, R.N., Elizebeth Morse, RN, NP; Other Instructors PRN</b>

## May 14

<b>Title</b>	<b>CPR for Healthcare Providers</b>
<b>Description</b>	This 8 hour training is required for all Health Services personnel with direct contact with residents. Meets the standard for emergency care for the professional rescuer. Proficiency in one- and two- person CPR, mouth to mask ventilations and use of the bag-valve-mask (BVM) is required.
<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Health Services personnel with direct patient care.</b>
<b>Instructor</b>	<b>Teresa Volosevich, RN, Lorraine Ross, RN, Other Instructors PRN <b>Limit 12 participants</b></b>

## May 16

<b>Title</b>	<b>GYN Update</b>
<b>Description</b>	This course reviews the physical assessment of common GYN, breast, pelvic pain and menstruation complaints.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>1:00 p.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Health Staff</b>

**Instructor Kathleen Tauer, RN, NP; Elizebeth Morse, RN, NP; Other  
Instructors PRN**

### **May 16**

**Title Nursing Documentation**

**Description** This course provides a review of the nursing documentation essential to the professional nurse. Standards of nursing practice as it relates to the DJJ system will also be reviewed. Case reviews of Board of Nursing hearing regarding nursing documentation will be reviewed.

**Place Barrett Training Center**

**Time 1:00 – 4:30 p.m.**

**Target Audience Health Staff**

**Instructor Elizebeth Morse, N.P.**

### **June 2**

**Title Medication Aide Recertification Training**

**Description** This 7 hour annual re-training is required for all non-medical employees in group home, detention and correctional setting who have previously completed the 32 hour Medication Aide Training to administer medications to juveniles.

**Place Fredericksburg – VDOT office**

**Time 8:30 a.m. – 4:30 p.m.**

**Target Audience Non-medical staff who administer medications**

**Instructor Lorraine Ross, R.N.; Elizebeth Morse, RN, CPNP; Other  
Instructors, TBA**

### **June 3-6**

**Title Medication Aide Training**

**Description** This 32 hour training is required for all non-medical employees in group home, detention and correctional setting who administer medications to juveniles.

**Place Fredericksburg – VDOT office**

**Time 8:30 a.m. – 4:30 p.m.**

**Target Audience Non-medical staff who administer medications**

**Instructor Lorraine Ross, R.N., Elizebeth Morse, RN, NP; Other  
Instructors PRN**

### **June 13**

**Title Childhood diseases – A Resurgence**

**Description** Review of childhood disease, assessment and a look at the resurgence and why these diseases are coming back.

**Place Barrett**

**Time 8:30 a.m. – 11:45 a.m.**



**Target Audience** Health Staff  
**Instructor** Marie Tiedemann, MD; Other Instructors PRN

### **June 13**

**Title** Virginia Health Law as it affects DJJ  
**Description** Virginia health laws from an attorney's prospective  
**Place** Barrett  
**Time** 1:00 p.m.– 4:30 p.m.  
**Target Audience** Health Staff  
**Instructor** Deron Phipps; Other Instructors PRN

### **July 7-11**

**Title** Medical Basic Skills  
**Description** This 40 hour orientation to the Medical/nursing department is required within one year of hire (beginning 2006) for all newly hired Health Services personnel. Attendance of classes for the full week will be scheduled by the Head Nurse at each facility.  
**Place** Barrett  
**Time** 8:30 a.m. – 4:30 p.m.  
**Target Audience** All Newly hired Health Services personnel  
**Instructor** Health Service's Administrative Staff, Physicians and Nurse Practitioners, Nurses; Other Instructors PRN

### **Medical Basic Skills**

**Sessions for each day are list below. Seasoned nurses seeking training opportunities may register for individual sessions as desired. As always clear attendance with your supervisor.**

### **July 7**

**Title** Medical Basic Skills Day # 1 Health Certification Standards  
**Description** This one day course reviews all of the health standards that are required for certification. Best practice models are reviewed as well as health policies, procedures and forms. .  
**Place** Barrett  
**Time** 8:30 p.m. – 4:15 p.m.  
**Target Audience** Newly hired Health Services personnel, health services staff desiring a review, administrators  
**Instructor** Joseph Riddick, CCHP; Other Instructors PRN

## **July 8**

<b>Title</b>	<b>Medical Basic Skills Day # 2 Medication</b>
<b>Description</b>	Medication administration policies and Maxor Pharmacy computer practice session
<b>Place</b>	<b>Cedar Lodge computer lab</b>
<b>Time</b>	<b>8:30 a.m. – 11:45 a.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review</b>
<b>Instructor</b>	<b>Teresa Volosevich, RN, Elizebeth Morse, RN, NP; Doris Hedrick, RN, Other Instructors PRN</b>

## **July 8**

<b>Title</b>	<b>Medical Basic Skills Day # 2 Documentation for correctional health</b>
<b>Description</b>	Required documentation, DJJ forms and reports.
<b>Place</b>	<b>Cedar Lodge computer lab</b>
<b>Time</b>	<b>1:00 p.m. – 4:15 p.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review</b>
<b>Instructor</b>	<b>Doris Hedrick, RN, Elizebeth Morse, RN, NP; Teresa Volosevich, RN, Other Instructors PRN</b>

## **July 9**

<b>Title</b>	<b>Medical Basic Skills Day # 3 Immunizations</b>
<b>Description</b>	Review of most current immunization requirements for residents and staff based on CDC recommendations and VA State law. Review of immunization administrations techniques, placing and reading TST.
<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>8:30 a.m. – 9:30 a.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review</b>
<b>Instructor</b>	<b>Elizebeth Morse, RN, NP; Doris Hedrick, RN, Other Instructors PRN</b>

## **July 9**

<b>Title</b>	<b>Medical Basic Skills Day # 3 Phlebotomy and veinipuncture</b>
<b>Description</b>	Review of IV fluids on stock, medications given by IV drip and IV push. Review of basic veinipuncture sites and practice session for drawing blood, and starting IVs with intracath & butterfly needles.
<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>10:00 a.m.—12:00 p.m.</b>

**Target Audience** Newly hired Health Services personnel, health services staff desiring a review  
**Instructor** Doris Hedrick, RN, Elizebeth Morse, RN, NP; Other Instructors PRN

### **July 9**

**Title** **Medical Basic Skills Day # 3 Behavioral Services Unit**  
**Description** Overview of the function and services provided by the BSU.  
**Place** Barrett  
**Time** 1:15 p.m. – 2:15 p.m.  
**Target Audience** Newly hired Health Services personnel, health services staff desiring a review  
**Instructor** Steven Peed, PhD; Other Instructors PRN

### **July 9**

**Title** **Medical Basic Skills Day # 3 Dental Services**  
**Description** Overview of the function and services provided by Dental Services.  
**Place** Barrett  
**Time** 2:30 p.m. – 4:15 p.m.  
**Target Audience** Newly hired Health Services personnel, health services staff desiring a review  
**Instructor** Thomas Milewski, DDS; Robert Lankford, DDS; Other Instructors PRN

### **July 10**

**Title** **Medical Basic Skills - Day # 4 Physical Assessment- communicating with the Physician/Nurse Practitioner on call.**  
**Description** Physical assessment for the nurse; when to treat, when to refer, when to send to ED now! Common illnesses and injuries. Some pearls of wisdom.  
**Place** Barrett  
**Time** 8:30 a.m. – 4:30 p.m.  
**Target Audience** Newly hired Health Services personnel, health services staff desiring a review  
**Instructor** Marie Tiedemann, MD; Elizebeth Morse, RN, NP; Other Instructors PRN

### **July 11**

**Title** **Medical Basic Skills Day # 5 Adolescent Growth and Development**

<b>Description</b>	Review of normal expected adolescent growth and development, physically, socially and psychologically.
<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>8:30 a.m. –2:30 p.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review</b>
<b>Instructor</b>	<b>Kathleen Tauer, RN, NP, Elizebeth Morse, RN, NP; Other Instructors PRN</b>

### **July 17**

<b>Title</b>	<b>Medication Aide Recertification Training</b>
<b>Description</b>	This 7 hour annual re-training is required for all non-medical employees in group home, detention and correctional setting who have previously completed the 32 hour Medication Aide Training to administer medications to juveniles.
<b>Place</b>	<b>Northern Virginia - Place TBA</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Non-medical staff who administer medications</b>
<b>Instructor</b>	<b>Heather Odkan, L.P.N.; Elizebeth Morse, RN, CPNP; Other Instructors, TBA</b>

### **July 30**

<b>Title</b>	<b>Joint Detention/Correction Nurse Meeting</b>
<b>Description</b>	Quarterly joint training for detention and corrections nurses
<b>Place</b>	<b>Lynchburg Juvenile Detention Center</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Detention and Corrections Nurses</b>
<b>Host</b>	<b>Rosie Hampton, Lynchburg Juvenile Detention Center</b>
<b>Coordinator</b>	<b>Elizebeth Morse, RN, NP; Other Instructors, TBA</b>

### **August 13**

<b>Title</b>	<b>Medication Aide Recertification Training</b>
<b>Description</b>	This 7 hour annual re-training is required for all non-medical employees in group home, detention and correctional setting who have previously completed the 32 hour Medication Aide Training to administer medications to juveniles.
<b>Place</b>	<b>Natural Bridge JCC</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Non-medical staff who administer medications</b>
<b>Instructor</b>	<b>Doris Hedrick, R.N.; Elizebeth Morse, RN, CPNP; Other Instructors, TBA</b>

### **September 8**

<b>Title</b>	<b>Medication Aide Recertification Training</b>
--------------	---

<b>Description</b>	This 7 hour annual re-training is required for all non-medical employees in group home, detention and correctional setting who have previously completed the 32 hour Medication Aide Training to administer medications to juveniles.
<b>Place</b>	<b>Northern Virginia – Fairfax Co. Juvenile Detention Center</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Non-medical staff who administer medications</b>
<b>Instructor</b>	<b>Heather Odkan, R.N.; Elizebeth Morse, RN, CPNP; Other Instructors, TBA</b>

## **September 9-12**

<b>Title</b>	<b>Medication Aide Training</b>
<b>Description</b>	This 32 hour training is required for all non-medical employees in group home, detention and correctional setting who administer medications to juveniles.
<b>Place</b>	<b>Northern Virginia – Fairfax Co. Juvenile Detention Center</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Non-medical staff who administer medications</b>
<b>Instructor</b>	<b>Heather Odkan, R.N., Elizebeth Morse, RN, NP; Other Instructors PRN</b>

## **September 17**

<b>Title</b>	<b>CPR for Healthcare Providers</b>
<b>Description</b>	This 8 hour training is required for all Health Services personnel with direct contact with residents. Meets the standard for emergency care for the professional rescuer. Proficiency in one- and two- person CPR, mouth to mask ventilations and use of the bag-valve-mask (BVM) is required.
<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Health Services personnel with direct patient care.</b>
<b>Instructor</b>	<b>Teresa Volosevich, RN, Lorraine Ross, RN, Other Instructors PRN <b>Limit 12 participants</b></b>

## **September 19**

<b>Title</b>	<b>Psychotropic Drugs interactions and nursing interventions</b>
<b>Description</b>	Update on STDs and current treatments
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>8:30 a.m. – 11:45 p.m.</b>
<b>Target Audience</b>	<b>Health Staff</b>
<b>Instructor</b>	<b>Kathleen Tauer, RN, NP; Elizebeth Morse, RN, NP; Other Instructors PRN</b>

## **September 19**

<b>Title</b>	<b>Cardiovascular Assessment</b>
<b>Description</b>	This course reviews the physical assessment of cardiovascular system, when to refer and what constitutes an emergency.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>1:00 p.m. – 4:30 p.m. p.m.</b>
<b>Target Audience</b>	<b>Health Staff</b>
<b>Instructor</b>	<b>Bryan Graham, RN, NP; Elizebeth Morse, RN, NP; Other Instructors PRN</b>

## **October 8**

<b>Title</b>	<b>Medication Aide Recertification Training</b>
<b>Description</b>	This 7 hour annual re-training is required for all non-medical employees in group home, detention and correctional setting who have previously completed the 32 hour Medication Aide Training to administer medications to juveniles.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>8:30 a.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Non-medical staff who administer medications</b>
<b>Instructor</b>	<b>Doris Hedrick, R.N.; Elizebeth Morse, RN, CPNP; Other Instructors, TBA</b>

## **October 10**

<b>Title</b>	<b>Infectious Diseases</b>
<b>Description</b>	This course reviews infectious diseases, treatment and precautions. Infectious disease policy will be reviewed.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>8:30 a.m. – 11:45 a.m.</b>
<b>Target Audience</b>	<b>Health Staff</b>
<b>Instructor</b>	<b>M. Tiedemann, MD; Elizebeth Morse, RN, NP; Other Instructors PRN</b>

## **October 10**

<b>Title</b>	<b>Taking Care of Yourself</b>
<b>Description</b>	This course will discuss Wellness for the Healthcare Provider. Take time to take care of your self. Avoid “burnout”.
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>1:00 p.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Health Staff</b>
<b>Instructor</b>	<b>Speaker TBA; Elizebeth Morse, RN, NP; Other Instructors PRN</b>

## October 23

<b>Title</b>	<b>Joint Detention/Correction Nurse Meeting</b>
<b>Description</b>	Quarterly joint training for detention and corrections nurses
<b>Place</b>	??? - <b>Location TBA</b>
<b>Time</b>	8:30 a.m. – 4:30 p.m.
<b>Target Audience</b>	Detention and Corrections Nurses
<b>Host</b>	???
<b>Coordinator</b>	Elizebeth Morse, RN, NP; Other Instructors, TBA

## November 5

<b>Title</b>	<b>Medication Aide Recertification Training</b>
<b>Description</b>	This 7 hour annual re-training is required for all non-medical employees in group home, detention and correctional setting who have previously completed the 32 hour Medication Aide Training to administer medications to juveniles.
<b>Place</b>	Newport News – <b>Location TBA</b>
<b>Time</b>	8:30 a.m. – 4:30 p.m.
<b>Target Audience</b>	Non-medical staff who administer medications
<b>Instructor</b>	Doris Hedrick, R.N.; Elizebeth Morse, RN, CPNP; Other Instructors, TBA

## November 7. 10. 12-14

<b>Title</b>	<b>Medical Basic Skills</b>
<b>Description</b>	This 40 hour orientation to the Medical/nursing department is required within one year of hire (beginning 2006) for all newly hired Health Services personnel. Attendance of classes for the full week will be scheduled by the Head Nurse at each facility.
<b>Place</b>	Barrett
<b>Time</b>	8:30 a.m. – 4:30 p.m.
<b>Target Audience</b>	All Newly hired Health Services personnel
<b>Instructor</b>	Health Service's Administrative Staff, Physicians and Nurse Practitioners, Nurses; Other Instructors PRN

## Medical Basic Skills

Sessions for each day are list below. Seasoned nurses seeking training opportunities may register for individual sessions as desired. As always clear attendance with your supervisor.

## November 7

<b>Title</b>	<b>Medical Basic Skills Day # 1 Health</b>
--------------	--

## **Certification Standards**

<b>Description</b>	This one day course reviews all of the health standards that are required for certification. Best practice models are reviewed as well as health policies, procedures and forms. .
<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>8:30 p.m. – 4:15 p.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review, administrators</b>
<b>Instructor</b>	<b>Joseph Riddick, CCHP; Other Instructors PRN</b>

## **November 10**

<b>Title</b>	<b>Medical Basic Skills Day # 2 Medication</b>
<b>Description</b>	Medication administration policies and Maxor Pharmacy computer practice session
<b>Place</b>	<b>Cedar Lodge computer lab</b>
<b>Time</b>	<b>8:30 a.m. – 11:45 a.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review</b>
<b>Instructor</b>	<b>Teresa Volosevich, RN, Elizebeth Morse, RN, NP; Doris Hedrick, RN, Other Instructors PRN</b>

## **November 10**

<b>Title</b>	<b>Medical Basic Skills Day # 2 Documentation for correctional health</b>
<b>Description</b>	Required documentation, DJJ forms and reports.
<b>Place</b>	<b>Cedar Lodge computer lab</b>
<b>Time</b>	<b>1:00 p.m. – 4:15 p.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review</b>
<b>Instructor</b>	<b>Doris Hedrick, RN, Elizebeth Morse, RN, NP; Teresa Volosevich, RN, Other Instructors PRN</b>

## **November 12**

<b>Title</b>	<b>Medical Basic Skills Day # 3 Immunizations</b>
<b>Description</b>	Review of most current immunization requirements for residents and staff based on CDC recommendations and VA State law. Review of immunization administrations techniques, placing and reading TST.
<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>8:30 a.m. – 9:30 a.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review</b>
<b>Instructor</b>	<b>Elizebeth Morse, RN, NP; Doris Hedrick, RN, Other Instructors PRN</b>



## **November 12**

<b>Title</b>	<b>Medical Basic Skills Day # 3 Phlebotomy and veinipuncture</b>
<b>Description</b>	Review of IV fluids on stock, medications given by IV drip and IV push. Review of basic veinipuncture sites and practice session for drawing blood, and starting IVs with intracath & butterfly needles.
<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>10:00 a.m.—12:00 p.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review</b>
<b>Instructor</b>	<b>Doris Hedrick, RN, Elizebeth Morse, RN, NP; Other Instructors PRN</b>

## **November 12**

<b>Title</b>	<b>Medical Basic Skills Day # 3 Behavioral Services Unit</b>
<b>Description</b>	Overview of the function and services provided by the BSU.
<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>1:15 p.m. – 2:15 p.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review</b>
<b>Instructor</b>	<b>Steven Peed, PhD; Other Instructors PRN</b>

## **November 12**

<b>Title</b>	<b>Medical Basic Skills Day # 3 Dental Services</b>
<b>Description</b>	Overview of the function and services provided by Dental Services.
<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>2:30 p.m. – 4:15 p.m.</b>
<b>Target Audience</b>	<b>Newly hired Health Services personnel, health services staff desiring a review</b>
<b>Instructor</b>	<b>Thomas Milewski, DDS; Robert Lankford, DDS; Other Instructors PRN</b>

## **November 13**

<b>Title</b>	<b>Medical Basic Skills - Day # 4 Physical Assessment- communicating with the Physician/Nurse Practitioner on call.</b>
<b>Description</b>	Physical assessment for the nurse; when to treat, when to refer, when to send to ED now! Common illnesses and injuries. Some pearls of wisdom.
<b>Place</b>	<b>Barrett</b>

**Time** 8:30 a.m. – 4:30 p.m.  
**Target Audience** Newly hired Health Services personnel, health services staff desiring a review  
**Instructor** Marie Tiedemann, MD; Elizebeth Morse, RN, NP; Other Instructors PRN

### **November 13**

**Title** **CPR for Healthcare Providers**  
**Description** This 8 hour training is required for all Health Services personnel with direct contact with residents. Meets the standard for emergency care for the professional rescuer. Proficiency in one- and two– person CPR, mouth to mask ventilations and use of the bag-valve-mask (BVM) is required.  
**Place** Barrett  
**Time** 8:30 a.m. – 4:30 p.m.  
**Target Audience** Health Services personnel with direct patient care.  
**Instructor** Teresa Volosevich, RN, Lorraine Ross, RN, Other Instructors PRN **Limit 12 participants**

### **November 14**

**Title** **Medical Basic Skills Day # 5 Adolescent Growth and Development**  
**Description** Review of normal expected adolescent growth and development, physically, socially and psychologically.  
**Place** Barrett  
**Time** 8:30 a.m. –2:30 p.m.  
**Target Audience** Newly hired Health Services personnel, health services staff desiring a review  
**Instructor** Kathleen Tauer, RN, NP, Elizebeth Morse, RN, NP; Other Instructors PRN

### **December 3**

**Title** **Medication Aide Recertification Training**  
**Description** This 7 hour annual re-training is required for all non-medical employees in group home, detention and correctional setting who have previously completed the 32 hour Medication Aide Training to administer medications to juveniles.  
**Place** Culpeper JCC  
**Time** 8:30 a.m. – 4:30 p.m.  
**Target Audience** Non-medical staff who administer medications  
**Instructor** Doris Hedrick, R.N.; Elizebeth Morse, RN, CPNP; Other Instructors, TBA

## **December 5**

<b>Title</b>	<b>Topic TBA</b>
<b>Description</b>	
<b>Place</b>	<b>Barrett Training Center</b>
<b>Time</b>	<b>8:30 a.m. – 11:45 a.m.</b>
<b>Target Audience</b>	<b>Health Staff</b>
<b>Instructor</b>	<b>M. Tiedemann, MD; Elizebeth Morse, RN, CPNP; Other Instructors, TBA</b>

## **December 5**

<b>Title</b>	<b>Topic TBA</b>
<b>Description</b>	
<b>Place</b>	<b>Barrett</b>
<b>Time</b>	<b>1:00 p.m. – 4:30 p.m.</b>
<b>Target Audience</b>	<b>Health Staff</b>
<b>Instructor</b>	<b>Speaker TBA; Elizebeth Morse, RN, NP; Other Instructors PRN</b>

